# **LLD Summary Report**

Menu Option: Pub LLD Summary Report

**Purpose**: This report lists the legal land description within the **Legal Land Description** (**LLD**) system by meridian, township, range (MTR) or meridian, township, range, and section (MTRS).

The MTRS report displays the survey type, survey number, survey number suffix, subdivision, acreage, and geo-political data, along with a total acreage for the section(s) requested.

The MTR report displays data including Geopolitical Data for each of the 36 sections, plus a total acreage for the township. If more than one MTR is requested in the report, the total acreage will be for all townships not individual townships.

It is necessary to know what legal description you need prior to requesting this report

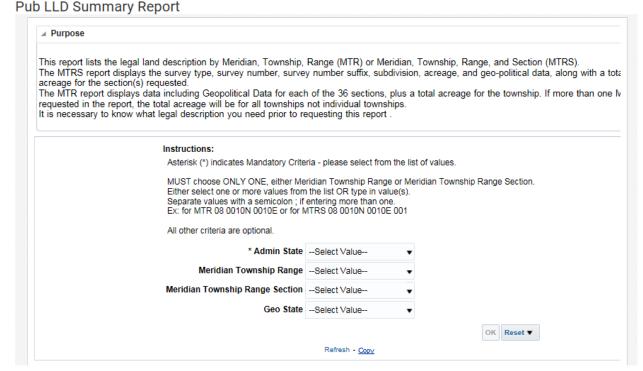
**Selection Criteria**: The criteria input for the report is found in the Public Legal Land Description Reports menu grouping from the Reporting Application.

The required criteria include administrative state and either Meridian/Township/Range codes or Meridian/Township/Range/Section codes.

Geographic state is an optional criterion that can be used to produce the report.

#### **Procedure**

- 1. Select **Pub LLD Summary Report** from the reporting menu.
- 2. Be sure to follow the instructions at the top of the page.



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### Identify the Mandatory Information

**3.** Select an **Admin State** from the dropdown menu.

Type the two-letter state code in ALL CAPS in the text box or select it from the list box.

(All C	Column Values)
□AZ	
□CA	
□co	
□ES	
<b>☑</b> ID	
Search	

**TIP:** To select multiple values for a criterion, enter each code separated by a Semicolon in the text box or use the drop-down to open the list box and then select multiple items in the list box.

4. If you want all the sections for a township, select **Meridian Township Range**. If you want only a section or specific sections within a township select **Meridian Township Range**Section. If you select Meridian Township Range Section, then you must not also select Meridian Township Range, and vice versa. It would produce very unexpected results, if any at all.

Both Meridian Township Range Section and Meridian Township Range drop-down lists will be limited to the Admin State that you selected previously.

Setting the values for these criteria is basically the same for each except that MTRS also includes the section code.

To select one or more MTR(S) values associated with the Customer, click on the dropdown and select one or more values, OR enter the MTR(S) using ALL CAPS in the text box, separating them with a Semicolon if more than one.

#### MTR must be entered as:

2 digits for Meridian, Space, 5 digits for Township, Space 5 digits for Range. For example to enter T1N, R1E in Idaho, you would enter 08 0010N 0010E.

### MTRS must be entered as:

2 digits for Meridian, Space, 5 digits for Township, Space, 5 digits for Range, Space, and 3 digits for section.

For example to enter T1N, R1E, section 1, in Idaho, you would enter 08 0010N 0010E 001.

ALWAYS USE UPPERCASE LETTERS AS THIS IS HOW THE DATA IS STORED. IF YOU USE LOWERCASE LETTERS, NO DATA WILL BE RETURNED.

## Identify the Optional Information

5. Select a **Geo State** to narrow down the state search. You only need to do this for Admin States that administer more than one state. For example, Oregon is the Admin State for Oregon and Washington. Montana is the Admin State for Montana, North Dakota, and South Dakota. Only the Geo States associated with the previously chosen Admin State appear in the Geo State selection box.

### Process the Report

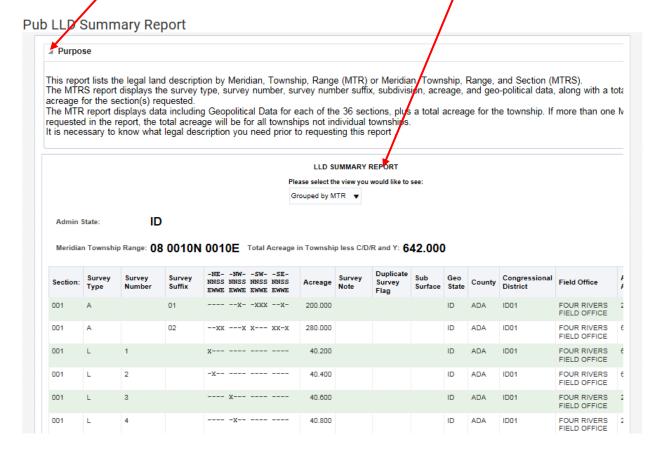
6. After selecting all necessary criteria, click **OK**.

If all mandatory criteria have not been identified, the OK button will not be enabled. Identify any missing mandatory criteria values and then click on OK.

When the report has finished processing, the **Grouped by MTR** report displays.

Select from the drop down list under the report title to switch between the report and the banner page. Grouped by MTR Grouped by MTRS Banner Page

**TIP:** The instructions for selecting the criteria for the report can be minimized by clicking on the little arrow in the top left corner of the report window.



# **Print Report**

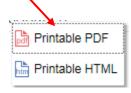
To print the report, the report must first be converted into a pdf. Printing from the original display of the report will just print the information displayed in the report window.



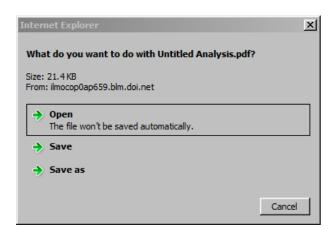
1. Scroll to the bottom of the report and click on **Print**.



2. Click the **Printable PDF** button.



3. Then when the IE dialog box opens, click on **Open**.



The system converts the information to Adobe Reader format.

4. When the pdf displays, hover the mouse near the bottom of the page, and then click the printer icon.

